

***Community Residential Center Grant Funds  
for Children with Disabilities***

***Procedures and Instructions***

**2019-2020**

**Contact for additional information and questions:**

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## Procedures and Instructions for Community Residential Center Grant Funds Table of Contents

The **references** listed below are directions and examples to guide the Public School Unit (PSU) with completing the Community Residential Center Grant Funds (CRCF) application for students with disabilities and submitting updated information throughout the year:

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**Community Residential Center Grant Funds – Important Dates At-A-Glance**

**At the beginning of the school year,** PSUs that received CRCF during the 2018-19 school year will receive a **base allotment**.

- The base allotment is calculated using the number of children served in CRCs at the end of the 2018-2019 school year.
- The base allotment includes three months of funding plus \$5.00 per month per child for instructional supplies.
- The remaining months of funding will be allocated after the CRCF-1 and CRCF-2 have been submitted and approved.
- It is the responsibility of the LEA to request CRCF from the Exceptional Children Division.

**September 15, 2019** – The two items below are subject to this due date.

- 1) **To apply for CRCF**, submit the on-line application and roster/withdrawal forms. Links to the submission forms are located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.
  - The application is to be completed and submitted by the PSU after students' first day of attendance for the 2019-2020 school year.
  - Applications must be submitted on or before September 15, 2019.
  - Applications are processed in the order in which they are received. The on-line application system provides DPI with a date and time stamp for each submission.
  - Incomplete/incorrect applications will be considered "received" when the corrections/missing items are received. If the application or rosters contain incomplete information, the PSU may need to resubmit.
- 2) **For children (ages 3 through 21) served and funded in a CRC for the 2018-2019 school year and transferred to a public school setting for the 2019-2020 school year**, the application includes a question that enables the PSU to request Priority 2 Funding.

**October 15, 2019** – Final signed **contracts** must be received via email for initial funding of Priority 1 children. Once these are received, and if the application has been approved, remaining funds are disbursed if funds are available.

**May 15, 2019** Roster/withdrawal forms are submitted throughout the year as per the instructions included in this manual. May 15<sup>th</sup> is the **final date for submitting funding requests and withdrawals**.

There is no end-of-year report for Community Residential Center Grant Funds for PSUs to complete.

The EC Division requests an annual financial report from the Community Residential Center.

### Procedures for Applying for Community Residential Center Funds

Community Residential Center Funds (CRCF) are made available through the State Board of Education (SBE) **to assist LEAs** in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). The funds are not for parentally placed children. Approved CRCs are included in DPI's Exceptional Children Division annual memo, listing approved Non-Public Schools and Community Residential Centers.

The monthly per child CRCF amount provided by the SBE for 2019-2020 school year is

- \$5.00 per month to assist the PSU with funding educational supplies, materials, and equipment;  
**and**
- \$1,489.00 per month to assist the PSU with funding educational and related services costs.

Funds are allotted in monthly increments based upon months remaining in the school year at the time of an eligible student's first day of attendance during the current school year. The funds are to be applied toward licensed teachers, assistant teachers and applicable related service providers who are serving the funded students via contractual arrangements.

The **base allotment** provides three months of funding for a PSU that received CRC Grant Funds during the previous year, and are on DPI's approved list of centers. The allotment is calculated using the number of children served in each PSU CRC at the end of the previous school year:

number of students enrolled on the last day of previous year x 3 months x \$1494.00 = 3 month allotment

The **remaining funds** will be allocated after the current year's CRC application, roster of eligible children and contract has been submitted, reviewed and approved, and when funds are available. Occasionally, there is a delay due to Legislative approval of the State budget. Funding is calculated according to the number of eligible students submitted by the PSU on the application and roster/withdrawal forms. The base allotment is subtracted from the total amount due:

number of eligible students submitted x 10 months x \$1,494.00 – base allotment = remaining funds due

**Educational Placement and Services:** After a child with disabilities has been placed in a CRC by an LME/MCO, the PSU, through an Individualized Education Program (IEP) team, determines educational placement and services, including the student's service delivery model. The team's decisions are based on what is the least restrictive environment and what is deemed educationally appropriate for each student. The PSU is ultimately responsible for implementation of the IEP and related services of any child placed in a CRC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights.

A student is not eligible for funding when he/she is parentally placed in the CRC.

If the IEP team decides that the CRC is the least restrictive environment for a child, all services are to be negotiated locally and included in the contract between the PSU and CRC. The negotiation of contracts is a local responsibility.

If the IEP team decides that the student will receive educational and related services on a PSU school campus, the student is not eligible for CRCF. In this case, the CRC is the student's place of residence and not where educational services are delivered. These grant funds are to assist with educational and related services.

**Applying for CRCF:** If the IEP Team decides that the CRC is the least restrictive environment, the PSU must submit the information listed below to request Community Residential Center Funds to assist with the costs of providing educational services in the CRC setting. Incorrect or incomplete information could delay funding.

The PSU is the only agency that may request CRCF, and only eligible students who have begun to attend during the current school year are to be included on the application and roster. The information listed below must be submitted annually, no later than September 15, 2019, to request funds. Incorrect or incomplete information could delay funding.

1) Community Residential Center Roster/Withdrawal Form

- The roster is completed via the on-line application link located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.

- Students are submitted individually.

- PSU will need to print a copy of each submission report for their records. The submissions **will not** be published as a list of students.

TIP: The development of a spreadsheet of CRC students will allow the PSU to maintain an active list of students attending, funding for each student, enrollment date and withdrawal date, monthly invoices and payments made.

- Documentation supporting ESY eligibility of students listed on the roster will be verified in ECATS by EC Division personnel.
- If additional information is needed, the PSU will be notified.

2) Community Residential Center Grants Funds Application

- The application is completed via the on-line application link located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.

- The application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. See Fiscal Requirements for details.

- The PSU is to print a copy of the submission report for their records, and a copy is to be provided to the contracted community-based CRC by the PSU when the PSU has contracted with such an agency.

3) Contract between the PSU and CRC with appropriate signatures is due before October 15, 2019.

Applications will not be approved without the contract. See “Instructions for Completing a Community Residential Center Funds Application.”

**Contracts:** If the IEP Team decides that the CRC setting is the least restrictive environment for a child, all educational and related services are to be negotiated locally and included in the annual contract between the LEA and CRC. The CRC may choose to share with the PSU their rate schedules, handbook, and other information provided to enrolling families as part of the contract negotiation discussions. The needs and services of the enrolling children, and the costs of the required services, would also be part of the contract negotiation discussions. Review of the contract terms must be made available to the CRC prior to obtaining contract signatures. The negotiation of contracts is a local responsibility. CRC-PSU contracts are to include the following information:

- The appropriate monthly cost factors for each child served in the CRC, to include how excess costs will be paid. CRC grant funds may not cover the entire cost of CRC services; therefore, PSUs will need to use other funds to make up the difference.
- The educational and related services each child will be receiving at the CRC are to be described in the contract, including the start and end date of the school year.
  - Educational and related services are provided as per each child’s IEP.
  - A complete and current PSU school year calendar is also to be provided with the contract. The calendar’s purpose is to communicate which days PSU children are not PSU school days, (e.g. teacher work days, holidays), and, therefore, the PSU would not be billed for services.

- Any legislative increase/decrease should be included in teachers' salaries and reflected in the cost per child per month for a 10-month period.
- After all negotiations have been completed, the contract has been reviewed by both parties and both parties are in agreement, the contract is signed. A copy of the signed contract is to be provided to the CRC by the PSU.

A contract template is provided with the links to the on-line application forms. It is an editable MS Word document. If the template is used, the specific terms negotiated by both parties would need to be added.

**Extended School Year (ESY):** When requesting funds for summer 2019 ESY services, complete the ESY question on the *Community Residential Center Roster/Withdrawal Form*

**Approval notification** of students receiving grant funds will be provided to the PSU Exceptional Children Program Director/Coordinator via a memo.

If the **request is denied**, the PSU Exceptional Children Program Director will be notified via a memo indicating the reason for denial.

**Additional students after submitting the initial application:** Within sixty (60) calendar days of a student's first day of attendance, a *Community Residential Center Roster/Withdrawal Form* is to be submitted via the on-line application link. Requests are processed in the order in which they are received. Incomplete or incorrect information may result in funding delays or denials. Late submissions may result in prorated allocations. Grant Funds are not guaranteed and contingent upon the availability of funds.

**Withdrawals or changes in services:** Within ten (10) calendar days of any change in a student's status or eligible required services, a *Community Residential Center Roster/Withdrawal Form* is to be submitted via the on-line application link. Unused funds, measured according to the months remaining in the school year at the time of the change, will be applied toward newly submitted students by EC Division personnel.

**Certification and signatures:** The application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application or update form will be submitting the names of the individuals in these roles, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the applications.

**Fiscal Requirements for Community Residential Center Grant Funds PRC 063**

1. Community Residential Center Funds are grant funds for assisting PSUs in providing special education and related services to eligible students served in a CRC. The CRC per student amount may not cover all of the child's educational and related services expenses in this setting since costs will vary between children based upon their individual needs. When grant funds do not cover all expenses, and when grant funds are not available, PSUs are to use other state and federal funds (state and federal child count funds, ADM funds, or local funds) for providing a free appropriate public education to students placed in a community residential center setting. The PSU can also provide some or all of the required services.
2. The application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application will be submitting the names of the individuals in these positions, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications.
3. The amount paid to a contracted DDC by the PSU is negotiated locally and is to be stated in the contract.
4. The allotment of CRC grant funds is contingent upon the availability of state funds for this program. The unavailability of CRC funds does not relinquish a PSU's responsibility for providing a free appropriate public education in the least restrictive environment for children.
5. CRC placements must not be based on the availability of CRC grant funds from the Exceptional Children Division, but on the needs of the child as outlined in his/her IEP. When a student is placed in a CRC by an LMO/MCO, and grant funds are not available, the PSU is to use other local, state and federal funds to pay for the costs of the educational services. Furthermore, PSU nonpayment of rendered services is not an option when grant funds are not available.
6. CRCF are provided to the PSU in Program Report Code (PRC) 063.
7. CRCF are allocated per child via the application process and cannot be split (shared) between children.
8. CRCF cannot be used to pay for expenses from prior years or for services that will be provided in the following fiscal year.
9. CRCF must be used to provide special education and related services; funds are to be applied toward the salaries of teachers, teacher assistants, and related services personnel serving the active students named on the roster/withdrawal form(s) and/or the invoices for these services.
10. It is the responsibility of the PSU where the CRC is located to apply for CRCF.
11. In order for the PSU to receive CRCF, the CRC must be an approved Community Residential Center. Approved CRCs are included in the DPI's Exceptional Children Division annual memo listing approved Non-Public Schools and Community Residential Centers.

12. CRCF are child specific (ages 3 through 21) and may only be used for the ten-month school year and two-month extended school year as required by the IEP for children with a residential placement through a LME/MCO.
13. The LEA may not use CRCF for administration of the program.
14. The date a child enters the CRC determines the amount of funding the LEA will receive; funding is based on the LEA traditional school year calendar. Children entering the CRC on or before September 15<sup>th</sup> will receive ten months of funding. Children entering the CRC after September 15<sup>th</sup> will receive prorated funding based on the number of months remaining in the school year. The child's first day of actual attendance must occur within the current school year.
15. The two-month extended school year (ESY) is based on the LEA calendar. ESY is actually invoiced before the traditional school year begins, not following a school year. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. EC Division personnel will verify ESY eligibility using student in ECATS. **Note:** If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2019, to June 30, 2020.
16. CRCF will be allotted according to the priorities described below. Grant funds are not guaranteed, and available funds are distributed according to a prioritized sequence. The Exceptional Children Division will begin processing all requests for Priority 1 children after October 15, 2019, in the order in which they are received, for PSUs with a complete application. Next, Priority 2 children are funded with funds available. After all priorities have been funded and funds remain, newly enrolled eligible children submitted through May 15<sup>th</sup> are funded according to the date/time stamp of the roster. Funds are allocated until exhausted.

Priority 1: Eligible student ages 3 through 21, served in an approved CRC during the previous school year and will remain in an approved CRC for the current school year, and newly enrolled eligible students included on the application due on September 15<sup>th</sup>.

Priority 2: Eligible students ages 3 to 21 who have returned to their home PSU for educational and related services. These funds are to assist the student's home PSU with the student's services since the student was not reported on the home PSU's child count while residing and attending school at the CRC. If the student's home PSU is the district where the CRC is located, the student would not be eligible for Priority 2 funds. Funding is contingent upon the availability of funds, and allocations occur after Priority 1 students have been funded.



### Instructions for Completing a Community Residential Center Grant Funds Application

The application and the roster/withdrawal form are accessed via the EC Division website under the Finance and Grants tab. Select Applications.

When viewing the Community Residential Center Grant Funds page, this manual, a template contract and the on-line application links to the application and roster are included. The completed application must be submitted on or before September 15, 2019. Paper copies of the application and roster will no longer be accepted.

A PDF of the application and roster is included at the end of this manual for reference. The PDF will ensure the user will have necessary information on hand to successfully complete the application.

The on-line forms will not allow the user to return to a previous page; therefore, it will be crucial to enter correct and complete data. If the application is incomplete or data is not correct when it is submitted, the application will not be considered received by the EC Division.

Eligible students who are attending the CRC are submitted individually via the roster/withdrawal form. A summary report is available for each student entry. The PSU will no longer have access to the summary once the page is closed, so it is recommended that the PSU print it for their records. PSUs are encouraged to complete the roster/withdrawal form prior to the application. There are data entry fields in the application requesting student totals.

Complete one application per licensed Community Residential Center. Printing the application summary after it is submitted is recommended. Once the application summary is closed, the PSU will no longer have access to the summary.

For each submission, a day and time stamp will be provided to the EC Division by the on-line application tool. Complete applications will be processed according to the day/time stamp.

Student eligibility, to include ESY eligibility, will be verified by supporting documents in ECATS. If additional information is needed, the PSU EC Director/Coordinator will be notified.

Contracts between a CRC and PSU are to be emailed to: [SPECIALGRANTS@DPI.NC.GOV](mailto:SPECIALGRANTS@DPI.NC.GOV) on or before October 15, 2019. When emailing the contract, there is no need to password protect it. Use the following naming convention when saving the scanned contract and also in the subject line of the email:

PSUnumber\_PSUname\_Contract\_CRCName

The PSU representative completing the application will be submitting the names of the EC Director, Finance Officer and Superintendent of the individuals in these positions, with the expectation that the EC Director/ Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications.

### **Submitting updates of newly enrolled, withdrawn or transfer students**

After submitting the initial application and roster, eligible students attending the CRC, or funded students who have withdrawn, are to be submitted using the on-line roster/withdrawal form. PSUs who have students leaving the CRC and returning to their home PSU may request Priority 2 funds by selecting "Transfer." As with the initial submissions, a summary report is available for each student entry. The PSU will no longer have access to the summary once the page is closed; therefore, it is recommended that the PSU print it for their records. Applicants will be processed according to the day/time stamp. Student eligibility will be verified by supporting documents in ECATs. If additional information is needed, the PSU EC Director/Coordinator will be notified.

The last day a roster/withdrawal form can be submitted for the 2019-2020 school year is May 15, 2020.

## PDF Sample of CRC Application

### Part I. LEA Information

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**2019-20**

#### **Application for Community Residential Funds for Children with Disabilities**

*Must be submitted on or before September 15, 2019.*

#### **Resources:**

**Community Residential Procedures and Instructions**  
**Community Residential Info Page**

#### **Questions:**

##### **Jamie Davis**

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LEA Information and Community Residential Center Information

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Region Name:

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LEA Name:

EC Director/Coordinator Name:

EC Director/Coordinator Email:

EC Director/Coordinator Phone:

EC Director/Coordinator Fax:

#### Part VI: Financial Impact on the LEA

**Child Count Information** – *The total number of children in this section should equal the total number of children entered on the Community Residential Center Roster/ Withdrawal Form (CRCF-2) and will be reported on December and April child counts*

Number of Preschool Children (ages 3,4 and PreK-5) in this application:

Number of School-Age Children (ages 5 through 21) in this application:

Total

#### LEA's Cost Per Child Per Month

After a child with disabilities has been placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO), the LEA, through an Individualized

Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The LEA is ultimately responsible for providing a free appropriate public education in the *least restrictive environment* for children residing in a CRC.

If the IEP Team decides that the CRC is the least restrictive environment for a child, all services are to be negotiated locally *and* included in the contract between the LEA and CRC. The negotiation of contracts is a local responsibility.

In order for the LEA to receive CRCF, the CRC must be included in the DPI's Exceptional Children Division annual memo listing approved Non-Public Schools and Community Residential Centers.

The allotment of CRCF is contingent upon the availability of state funds for this program. The unavailability of CRC grant funds does not relinquish an LEA's responsibility for paying for and providing a free appropriate public education in the least restrictive environment for children placed in a CRC. When CRC funds are not available, the LEA is to use other local, state and federal funds to pay for the costs of the educational services for children placed in the community residential center setting.

The CRCF per student amount may not cover all of the child's educational and related services expenses in the community residential setting since costs will vary between children based upon their individual needs. If costs for a child's services exceed the grant amount, the LEA would need to use other local, state and federal funds to pay the difference. The amount paid to a CRC by the LEA is negotiated locally and is to be stated in the contract. If other arrangements are made, such as the LEA providing itinerant staff, these arrangements should also be stated in the contract.

**2019-2020 Community Residential Center Funds per child grant amount: \$1,494.00**

## CERTIFICATION

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*I certify that the funds requested are needed to provide appropriate educational and related services for the children included with this application on form CRCF-2, Community Residential Center Roster/Withdrawal Form.*

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EC DIRECTOR/COORDINATOR

Type EC Director/Coordinator name below:

---

FINANCE OFFICER

Type Finance Officer name below:

---

SUPERINTENDENT

Type Superintendent name below:

---

**\*\*Applications that are unclear, incomplete and lacking required documents will not be processed.**

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## **2019-2020 Community Residential Center Roster/Withdrawal/ Transfer Form**

### **2019-2020 Community Residential Center Roster/Withdrawal/ Transfer Form**

**Must be submitted within 60 calendar days of enrollment in the DDC. Last day for additional roster submission: May 15, 2020.**

Newly Added and Withdrawal Students - List the child for whom the LEA is requesting community residential funds in the form below. Submit one form per student.

Transfers - List the child for whom the LEA is requesting community residential transfer funds in the form below. Children ages 3 through 21 are eligible if they transferred from a CRC to a Local Education Agency for the 2019-2020 school year and were served with CRC funds for the 2018-2019 school year. Submit one form per student transfer.

### **Questions:**

Jamie Davis

Administrative Assistant – Special Programs & Data

NCDPI-Exceptional Children Division

6356 Mail Service Center

Raleigh, NC 27699-6356

919.807.3367

[jamie.davis@dpi.nc.gov](mailto:jamie.davis@dpi.nc.gov)

Region:

LEA:

Community Residential Center Name:

This student is:

Newly Added

Withdrawal

Transfer



PowerSchool ID: **This number will be used to pull demographic information from the most current child count or from the ECATS system. Please ensure that the ID provided is correct.**

**Disability - Based Upon CRCF-1 Information**

**Current Placement - IEP Continuum/setting - program/service**

Has the child been placed by an IEP Team in a CRC setting as the least restrictive environment.

Yes

No

First Day of Attendance in the 2019-20 School Year : (Format mm/dd/yyyy) **\*Cannot be a future date**

**\*If student became eligible for special education after the first day of attendance, please enter the date the student began receiving services.**

Child's Home LEA:

Name of Placement Agency - (LME/MCO)

Withdrawal Date: (Format mm/dd/yyyy)

Withdrawal Code:

W1 - Transfer

W2 - Early Leaver

W3 - Death

W4 - Early Completer/Mid Year Grad

W6 - High School Graduate

2019 ESY Enrollment - Number of Months attended

Signature of EC Director:

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